

SUMMARY OF THE TRANSITION AD HOC COMMITTEE MEETING OCTOBER 17, 2001

The Transition Ad Hoc Committee of the National Environmental Laboratory Accreditation Conference (NELAC) met on Wednesday, October 17, 2001 at 1:00 p.m. Eastern Daylight Time (EDT) via teleconference. The meeting was led by Chairperson Dr. Paul Kimsey of the California Department of Health Services. A list of action items is given in Attachment A. A list of participants is given in Attachment B. The purpose of the meeting was to discuss agenda items which follow.

REVIEW OF PREVIOUS MINUTES

The September 19, 2001 minutes were reviewed. It was recommended to make the following revisions: 1) insert "of the document" after "Table 1" in the first paragraph under Institute Document; and 2) under Registration Fee replace "was approved" with "was discussed." The minutes were approved as amended.

STRATEGIC PLANNING MEETING/INSTITUTE

Jerry Parr updated the Committee on the progress being made regarding the Institute and the upcoming Strategic Planning Meeting. Everything is on schedule for the Planning Meeting. Jerry Parr is working on arranging a dinner for Saturday evening.

Discussion ensued regarding the Institute's contract and Statement of Work with the EPA. Jerry Parr pointed out that under Task 3, Development of a Stakeholder Group, it was specified that one of the experts must come from outside of NELAC. Jerry Parr is attempting to persuade someone from Pharmecopia to attend the meeting. Jerry Parr will send out the formal invitation to the invitees next week. Consensus was that the Committee members feel comfortable as to how things are being done.

Ken Jackson questioned the feasibility of Task 4, Fiscal Self Sufficiency, being met. Jerry Parr replied that the key is to know what the costs involved are and how to get revenue to cover these costs. He stressed that this topic needs further discussion. He feels that EPA's expectation for the Institute is to have it contact various organizations, i.e., labs, proficiency test providers, and state agencies, to ask them to help fund various costs such as meeting registration fees, advertising, etc.

ACTION ITEMS

1. ACIL/NELAC SURVEY

Jerry Parr will work on this item this week and prepare a draft to go to the sub-committee and then distribute to this committee by next week.

2. SECONDARY ACCREDITATION APPLICATION PACKAGE

Ilona Taunton updated the Committee on the progress being made regarding the NELAC

Secondary Accreditation Application Package. She has forwarded the sub-committee's minutes to the Accrediting Authority Committee, in order to bring them up to speed as to what changes the sub-committee felt might be needed in Chapter 6. She is waiting to hear from Chair Louis Johnson before she drafts a letter to the committee, asking for those changes felt to be necessary. Ilona Taunton pointed out that there were a few items that are in the regulations of some of the different states that will continue to be required by those states, in addition to that which is stated in Chapter 6. Also, the states will be asked to drop a few items that they currently require. All of these details are summarized in the sub-committee meeting minutes. Ilona Taunton expects to hear back from the Accrediting Authority Committee regarding the changes to Chapter 6. She will draft a letter upon receipt and present it at the next Transition meeting.

GENERAL DISCUSSION

NELAC Board of Directors have set up an educational meeting with Linda Fisher, Deputy Administrator of EPA, on Monday, October 22. Meeting with her will be Silky Labie, Jeannie Hankins, Wayne Davis, Joe Slayton, and Ed Kantor, along with some members of ELAB. Some general topics for discussion will be genesis of NELAC, benefits of EPA, need for continued EPA support, challenges, and to enlist her support. Jerry Parr will report on this meeting.

FUTURE TELECONFERENCES

The next teleconference is scheduled for November 21, 2001, at 1:00 p.m. Eastern Standard Time (EST).

ADJOURNMENT

There being no further business to discuss, the meeting was adjourned at 1:35 p.m. EDT.

**ACTION ITEMS
TRANSITION AD HOC COMMITTEE MEETING
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Item No.	Action	Date to be Completed
1.	Jerry Parr to give an update on the Strategic Planning Meeting	11/21/01
2.	Jerry Parr to present results of ACIL/NELAC survey to Committee	11/21/01
3.	Illona Taunton to give an update on NELAC Secondary Accreditation Application Package to Committee, along with the draft recommendations	11/21/01
4.	Review minutes from Accrediting Authority sub-committee	11/21/01

**PARTICIPANTS
TRANSITION AD HOC COMMITTEE MEETING
OCTOBER 17, 2001**

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